

approved 11/19/12

HUMAN SERVICES ADVISORY COMMISSION
Minutes of Meeting
October 15, 2012

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12 DEC 17 AM 11:03

Attendance: Phil Bunick, Chairperson, Wes Shorts, Judy Hany
Staff Liaisons: Marina Rodriguez, VSS and Alan Slobodien, VYS

Absent: Ginny Gingras, Bill Fox

Inadvertently, the agenda was not posted therefore, agenda items are for discussion only.

1. The approval of minutes of meeting on March 19, 2012 was postponed.

2. Communications/Correspondence

Two Commission members have submitted letters of resignation – Jean Bostrom letter dated February 2012 and Joan O'Donnell letter dated October 13, 2012. Commission discussed recruitment efforts to try to fill these vacancies. Those present commented on the importance of attendance at meetings to reach a quorum to conduct business.

3. Updates

- a. FY 2011-12 expenditures – Marina provided a summary of expenditures; letters of grant awarded for FY 2012-13 were emailed to contact persons at all agencies; client stats for FY 2011-12 must be submitted prior to processing payment of FY 2012-13 grant awards.
- b. Family placements / shelter overflow – procedure agreed upon last year still in place; Commission requested Marina confirm that existing management at hotels are up-to-date on procedures to follow.
- c. Neighborhood Assistance Act – Marina provided a summary of the program and the agencies approved for the DRS list.

4. Discussion of Budget Year and Data

Commission discussed the following:

- simplifying the process for agencies that request less than \$5,000
- having separate meeting with each agency that requests above a certain amount
- reducing the number of pages that Finance forwards to the Commission for review and scheduling submittals to avoid rushing through the process; streamline the process and paperwork
- having a public request-for-proposal process for other non-profits to apply, and what would that entail
- how did we get the process we have now and should we change it? Alan agreed to follow-up with Finance on this.

There being no other business, the Commission adjourned.

Submitted by
Marina Rodriguez

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